



MADGE SEXTON KINDERGARTEN
QUALITY AREA 7: SERVICE MANAGEMENT
Policy 16: Enrolment and Orientation

Department for Education Preschool Enrolment Policy

The Department for Education is responsible for providing preschool education programs in a range of government funded centres including Kindergartens, school-based Preschools (formerly known as Child Parent Centres), integrated centres and Early Childhood Development Centres. These centres provide sessional preschool for eligible children, and where possible, unfunded programs to support young children such as pre-entry sessions, emergency care and playgroups.

Eligible enrolments

Madge Sexton Kindergarten offers a sessional preschool program to children who are eligible enrolments as determined by Department for Education as per below:

1. *Children aged appropriately according to Department's Same First Day policy* are entitled to attend a preschool program for the equivalent of up to 15 hours per week for up to 40 weeks (4 terms) prior to entering formal schooling. (Children who turn 4 years old before 1st May can begin Kindergarten in Term 1 of that year. Children who turn 4 years old on 1st May or after can begin Kindergarten in the following year in Term 1.) **Proof of age and legal name will be required upon pre-enrolment with birth certificate, passport or official Immunisation History Statement from Medicare that states the child's name and birth date– nothing else accepted.**
2. *Children who are Aboriginal or under the Guardianship of the Minister for Education* are entitled to attend preschool from the age of 3 years. The child can attend up to 12 hours per week which then increases to 15 hours once the child turns 4 years of age. The child is also entitled to continue attending the Preschool program until 6 years of age.
3. *Approved early entry or extended enrolment:* The Director may negotiate early entry or extended enrolment when:
 - additional time at preschool is likely to significantly improve a child's learning and developmental outcomes
 - the preschool has the capacity within its current resources and consultation has occurred between the Director, staff, parents and, where applicable, personnel from the region, such as Preschool Support Program, Bilingual Support Program, and/or other specialist agencies.

These enrolments are to be counted as eligible enrolments for funding purposes, however where a service is experiencing enrolment pressures, children enrolled under Early Entry or Extended Enrolment will take second priority to other eligible enrolments.

Madge Sexton Kindergarten Priority of Access:

We welcome **all families** to attend Madge Sexton Kindergarten; however, we prioritise access to our Kindergarten when we receive large numbers of enrolment inquiries for any given year. Our priority of access is:

1. Families with children who currently reside in the preschool's catchment area (this covers most of, but not all of 5171 - McLaren Vale, McLaren Flat, Blewitt Springs and Tatachilla as well as some of Kangarilla. To find out if you fit into our zone please either: go onto the SA Department for Education website at education.sa.gov.au and go to 'Find a school or preschool' and type in your residential address and it will tell which preschool is in your catchment area; or call us on 83238684 and a staff member will help you.) This enrolment zone caters for children that live closer to our Kindergarten than any other accessible Kindergarten. **Proof of residential address will be required upon pre-enrolment by providing a recent Gas or Electricity invoice in your name – nothing else will be accepted.**
2. Children with siblings who attend the main Department for Education feeder schools within our local area. Our main feeder schools are McLaren Vale and McLaren Flat Primary Schools.
3. Children who are cared for within the local community (5171) by a long day care centre or family day care provider. **Proof of current attendance will be required upon pre-enrolment by providing a recent invoice.**
4. Children with siblings who currently attend Madge Sexton Kindergarten or siblings who have previously attended the Kindy.
5. Children who do not meet any of the above criteria.

Please note that individual children's special needs will be taken into consideration at the Director's discretion.

When there are limited places in times of extreme enrolment demand, places will be offered firstly based on the Priority of Access and secondly taking into account the distance from the child's residential address to Madge Sexton Kindergarten.

Placement:

- Priority 1 children are automatically allocated a place.
- Priority 2, 3, 4 & 5 children are placed on the waiting list only and are advised to ensure their child's name is down at their local kindergarten, in case we have no space for their child.
- To be placed on the waiting list, the child must be born (we are unable to take details of unborn babies from pregnant mothers).

Allocation of Groups:

Parents to give a preference of their preferred group upon collection of enrolment packs when indicated by the Kindergarten staff, but also made aware that if this group is not available they will be automatically allocated into the other group. Group session times may change from year to year.

Timelines:

Staff will inform parents of these timelines when taking pre-enrolment information:

OFFERS OF PLACES WILL BE GIVEN IN TWO ROUNDS:

First round offers will be emailed by the end of week 2 term 3 in the year prior to enrolment, to children who are identified as being Priority One on our Madge Sexton Kindergarten Priority of Access policy (see above for more information).

Second round offers will be emailed by the end of week 7 term 3 to fill any remaining spaces. These will be offered in order according to our Priority of Access policy.

The director may select to reserve up to 10% of our enrolment places when enrolment trends over the last 3 years demonstrate local families enrolling after the first round offers.

If your child does not receive a place in the second round offers you will be asked if you would like to be placed on a last minute waiting list for any places that become available over the December/January holiday period which can happen due to changes in circumstances or filling any reserved places that have not been required by local families. Please note that sometimes this is in the week before Kindy starts or the week that Kindy starts.

All notifications of placement information will be given via email. Enrolment packs will not be posted. They will be given out to families when a placement offer is made and relevant documentation of proof of residence / child care arrangements / date of birth / legal name / immunisation status is provided.

Enrolment information required must be returned by families to Madge Sexton Kindergarten staff by the dates given on enrolment documentation to confirm their child's space or their space will be given to the next child on the list in order of the Madge Sexton Kindergarten Priority of Access policy.

Induction meetings will be held in Term 4 in the year prior to the child beginning Kindergarten. Details of these meetings will be emailed out with placement offers.

Endorsed by Staff and Governing Council: May 2020 / To be reviewed: May 2021